

## **MINUTES OF PLANNING AND ZONING COMMISSION**

7:00pm, Wednesday, September 15, 2004

Present were Richard Grant – Chair, Marsha Jones, Eva Spear, Doug Hill, Frank Olah, Tim Healy, and Nate Taylor, alternate. Also present was Tim McCumber, Town Administrator, Mike Slavney, Vandewalle & Associates, Town Planner, Dana Jensen, Vandewalle & Associates, and Judy Ashford, Town Clerk.

Grant called the meeting to order. The chair asked if the meeting was properly noticed, which it had been. The minutes of August 18, 2004 meeting were considered. Motion to approve by Jones, seconded by Healy with corrections. Motion approved.

The first item of business was a Public Hearing for Planned Area Development PAD #14-04 Plan/Preliminary Plat for condominiums located at Duplex Lots #1 & 2 of Coves Court Subdivision in the Summer Oaks Development (PAD 05-97). Tax Parcels #1221-00000 & 1222-00000. Application by Bryvan/Etter, LLC., Division of Bryvan Construction, LLC., 7776 Hwy. 51, Deforest, WI 53532. Grant noted the procedures for public hearings. No persons spoke regarding this matter. Grant closed the hearing.

The next item was a Public Hearing for Planned Area Development PAD #15-04 Plan/Preliminary Plat for a manufactured home park located at Horseshoe Ct., Tax Parcels #0641-00000 & 0641-20000 (Maple Bluff Estates). Application by Doneve, Inc., P.O. Box 327, Pardeeville, WI 53954. Grant repeated the procedures. No persons spoke regarding this matter. Grant closed the hearing.

Discuss and Consider preliminary Certified Survey Map for Muriel Halweg. McCumber noted the Halwegs' desired to divide the property for family reasons and the family had no intention to build additional parcels. McCumber noted the ag portion on the south and the wooded parcel on the north are unbuildable. Slavney noted we should specify that if they divide the property the survey should note any properties south of Halweg road within the parcel intended to be in common ownership with the north side and should note no additional homes are to be constructed. Grant noted the 40 acres to the north should probably have an easement or some other access so the 40-acres would not become landlocked. Slavney noted that because it creates 4 lots, it would not be allowable for further division for 5 years.

Next the commission discussed and considered a Preliminary Plan/Plat PAD #14-04 for condominium plan for Lots 1 & 2 with Coves Court Development of Summer Oaks PAD, Steve Scott. Grant first inquired how to lay a PAD over a PAD. Slavney noted it can be done and noted how we can do it. The conditions of the original PAD exist until the subsequent owner enters a new PAD. The remainder of the PAD remains intact. Grant noted his concern is that we are doing things legally. The current PAD allows for a duplex or a single-family home on both lots. The proposal consists of 2 duplexes. Slavney noted through the discussion is that the plans are not changing. Slavney noted that we do need to start at the stage we are at. Grant noted there are some issues regarding the water system in Summer Oaks and he wants additional information regarding the water source to ensure that it is adequate. McCumber noted that this

well is not in question as it relates to Summer Oaks and Grant stated he was aware of that and wants to make sure the problem does not repeat itself. Grant asked about the resale of the units and Scott noted they would be sold as 4 condominiums. Slavney noted he wants to review the condo rules, building plans, and other information as it relates to the PAD process in the town ordinance. Scott asked if he could build on lot 2 if it conforms to the ordinance. Slavney noted that he could not. Because it is a PAD, the building permit cannot be issued by the Zoning Administrator on any of the lots. The ordinance requires that each building must be approved by the Zoning Commission as part of the final PAD development stage. Grant noted without Alliant Energy's approval to eliminate the easement, he is not comfortable with giving approval to the PAD and that they should have that part prior to final approval. A motion was made by Grant, second by Hill, to recommend the applicant move to the next phase of the process. Motion passed.

Next the commission discussed and considered a Preliminary Plan/Plat PAD #15-04 Plan for Maple Bluff Estates, Steve & Donna Hasselberger, Owners. McCumber reviewed where we are in the process and note that the owners are considering bringing in additional lots. McCumber noted that lots 8 & 9 currently have sanitation systems and should be brought into the PAD. Grant asked if it is common to have a lot line in a park like this and Slavney noted some of the newer parks do have it, but they are similar to apartment complexes as most do not have lot lines. It was noted that manufactured homes come with wheels and a frame and the frame stays, with a modular home, the frame leaves. Grant suggested that Ross Kinzler, or another representative from WI Housing Alliance (the manufactured housing association), should come in next month and answer questions and provide additional documentation. Grant noted that he would like some storm runoff problems addressed if possible and to make sure that the runoff doesn't affect the sanitation system. Grant also wants to see potable water discussed. Hasselberger noted they have been working on some of the runoff issues and believes the runoff is not getting to the system. He thinks it's a good point to look at it closer. Ashford inquired to the potential parking fees and how that would happen. Hasselberger noted that Kinzler is working on documentation as to how to do this. Grant noted the term landlord in the rules for the current property and asked if there was a property manager and Hasselberger noted that he is performing that work. Grant inquired how he enforces some of the rules and he noted that in their lease agreement they have enforcement language. Grant noticed tie-downs are not mandatory and Hasselberger noted it is not a state law. Grant inquired about some other items in the rules and Hasselberger explained how he enforces them and keeps track of those rules. A motion was made by Healy, second Spear to allow the applicant to move forward to the next phase. Motion passed.

Next the commission discussed and considered a review draft of Town Comprehensive Plan and other SmartGrowth topics. Jensen provided a summary of the comprehensive plan and reviewed how we came to this point. Jensen focused on the land use map and noted that they have incorporated all of the topic we have discussed in previous meetings. The green line along Hwy 78 and the lakeshore represents the highway protection corridors/buffers and the Lakeshore Zoning buffers enforced by Sauk County. Slavney noted the land use map we have is very similar to the one we currently have outside of some language modification and the buffer areas discussed. The commission noted some areas on the map that should be modified. It was noted that somewhere Mary Carol Solum recorded the bluff line along Halweg Rd. McCumber is to

it to the commission.

Jensen asked the commission to further read the comprehensive plan draft and to make

Jensen also provided a schedule of the remaining steps that would put formal completion on the project December 1<sup>st</sup>. A public open house is slated for October 20<sup>th</sup> prior to the zoning commission meeting. Following that open house, we would make changes and move quickly to getting everything done by this point.

McCumber noted there were only 3 permits issued in the past month increasing the total value of permits to \$5.365 million

Motion to Adjourn by Olah, seconded by Spear. Motion carried. Grant, Taylor, Healy, Olah.

### **MINUTES OF PLANNING AND ZONING COMMISSION**

6:45pm, Tuesday, October 5, 2004

Present were Richard Grant – Chair, Tim Healy, Frank Olah, and Nate Taylor, Alternate. Also present was Tim McCumber, Town Administrator.

Grant called the meeting to order.

The first order of business was to discuss and consider site plans for Lot 9, Summer Oaks PAD 05-97. Grant noted that all of the documents submitted are acknowledged as received, but will not take a position regarding them as we have other jurisdictions who have more authority over matters of construction and site plan compliance. Specifically, the commission is only to consider the building and site plan. Olah noted he had yet to receive the packet. McCumber noted they were sent on Saturday. Motion to approve the plans as an amendment to PAD 05-97 by Healy, second Taylor. Motion passed.

Motion to adjourn by Taylor, second Olah. Motion passed.

Submitted by Tim McCumber, Zoning Administrator, Secretary